



WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES

EMPLOYEE EXIT CHECKLIST

An Employee Clearance form is required for every separating employee to ensure the return of all District owned items such as credit cards, keys, District records, and equipment; that access to District systems has been canceled and that all salary advances have been re-paid.

Employee Data.

Employee Name: _____	Employee ID: _____		
Department: _____	College: _____	Last day of Employment: _____	
Employee Status:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Administrative	<input type="checkbox"/> Classified
Type of Separation:	<input type="checkbox"/> Resignation	<input type="checkbox"/> Retirement	<input type="checkbox"/> Other _____

District Clearance. Employees must visit District offices to obtain appropriate signature.

District Police: (WV) Behind Campus Center 741.2092	<input type="checkbox"/> Parking Permit	Print Name: _____ Signature: _____	Date: _____
Information Systems: (WV) Behind Pool 741.2086	<input type="checkbox"/> Systems access deleted <input type="checkbox"/> Laptop returned	Print Name: _____ Signature: _____	Date: _____
General Services: (WV) Facilities 741.2133	<input type="checkbox"/> Credit cards returned	Print Name: _____ Signature: _____	Date: _____
Return Keys: (WV) Facilities 741.4121 (MC) Admin. Svcs 855.5230	<input type="checkbox"/> Assigned keys returned	Print Name: _____ Signature: _____	Date: _____

Department Clearance. Departments are responsible for costs associated with the failure to secure College property and resources upon separation of an employee.

<input type="checkbox"/> All approved absences submitted to Human Resources.	<input type="checkbox"/> Email/voicemail cleared
<input type="checkbox"/> Department property returned (computers, cell phones, pagers, etc.)	<input type="checkbox"/> Underload reported to HR (<i>faculty only</i>)
<input type="checkbox"/> Confirm Banked Load Balance (<i>faculty only</i>)	
Print Name: _____	Title: _____
Signature: _____	Date: _____

Human Resources.

<input type="checkbox"/> ID Card	<input type="checkbox"/> A&R	<input type="checkbox"/> COS	<input type="checkbox"/> Separation form	<input type="checkbox"/> Instructional Technology
<input type="checkbox"/> College Library	<input type="checkbox"/> College Bookstore	<input type="checkbox"/> Finance (outstanding accounts)		

I acknowledge my obligation to maintain confidentiality of West Valley-Mission Community College District data.

Employee Signature: _____ Date: _____

EMPLOYEE EXIT CHECKLIST FORM INSTRUCTIONS

I. PURPOSE / DESCRIPTION

An Employee Exit Checklist Form is required for every separating employee to ensure the return of all District-owned items such as credit cards, keys, records, and equipment; access to District systems has been canceled and that all travel and salary advances have been cleared prior to the issuance of final separation pay. Departments may be responsible for costs associated with the failure to secure district property and resources upon separation of an employee.

Faculty and staff who are separating from employment for any reason must complete the separation /clearance process by the last day of employment. Associate faculty, professional experts, seasonal, and substitute employees, whose appointments are continued from semester to semester do not normally go through clearance procedures until final separation from the district.

Employees who resign or retire will be provided their final separation payment on the next scheduled payroll cycle.

II. PROCESS

A. EMPLOYEE RESPONSIBILITY – The employee will:

1. Provide written notification of his/her intent to resign or retire from the district to their immediate supervisor. Two weeks' notice of resignation is considered appropriate whenever possible.
2. Submit attendance forms for manager approval. Important: Final separation payment will not be calculated until absences are entered.
3. Complete the Employee Exit Checklist Form by the last day of employment with the District.
4. Schedule an exit conference with your HR Specialist.

B. DEPARTMENT RESPONSIBILITY – The appropriate administrator will:

1. Contact the employee's HR Specialist as soon as an employee has provided notice of his/her intent to resign/retire.
2. Provide the employee with a copy of these Employee Exit Checklist Form Instructions and initiate the Employee Exit Checklist Form ensuring all department obligations are met before the employee's exit conference.
3. Submit the resignation/retirement letter to the HR Specialist as soon as the employee has provided notice of his/her intent to resign/retire.
4. Approve the separating employee's time and attendance.

C. HUMAN RESOURCES RESPONSIBILITY

1. At the time of the scheduled exit conference your HR Specialist will finalize the clearance process by collecting the completed Exit Checklist form and providing retirement and benefits information, and verifying the W-2 mailing address.